

WELCOME TO RAF MOLESWORTH



*This Directory will provide you with
information to ensure a successful transition to
the United Kingdom*



UNITED STATES EUROPEAN COMMAND
JOINT ANALYSIS CENTER
UNIT 8845 BOX 100
APO AE 09469

To All New Joint Analysis Center Team Members:

Welcome to the United States European Command (USEUCOM), Joint Analysis Center (JAC) at RAF Molesworth, UK. I don't know how much you know or have heard about the JAC Molesworth, but here are a few basic points that you should understand about the command.

JAC Molesworth is by far the largest producer of all-source intelligence products for USEUCOM – an area that comprises 91 countries in Europe and most of Africa. As such, the leadership of USEUCOM and its components, as well as the entire Intelligence Community, is heavily dependent on JAC Molesworth to provide all-source intelligence to U.S., NATO, and Coalition forces during peace, crisis and war. This is major league intelligence. We set and meet high standards for all of our intelligence products and intelligence support. Much is riding on our ability to do our job well – and we don't disappoint. Whether as an intelligence specialist or as a support specialist, we all pull together as a team.

You will be arriving at the JAC during our thirteenth year of operations. Since the stand-up of this organization, the JAC has provided intelligence on hot spots such as Albania, Bosnia-Herzegovina, Beirut, Democratic Republic of Congo, Rwanda, northern Iraq, Kosovo and Chechnya. Since 11 September 2001, the JAC has provided the foundation for the Theater's role in the War on Terrorism and is recognized as an innovative leader in counterterrorism analysis. The JAC has received four Joint Meritorious Unit Awards and the 1999 National Intelligence Meritorious Unit Citation for providing outstanding intelligence support to USEUCOM during numerous crises. Our support to the Global War on Terrorism remains very robust in many ways. We forward deploy some members of the JAC in support of GWOT missions – a rotation cycle that may involve you at some point. The vast majority of our deployments are for six to seven months or less.

Obviously, JAC Molesworth is a joint command and is well-represented by all services. This is a good opportunity to learn about other services and the unique skills that each bring to our intelligence mission. The knowledge that you gain from working in a joint environment will help you immensely in your career. At the same time, each of our service elements is active and fully supports the service-specific administrative and training needs for its members. If this is your first assignment, you will find much that is familiar in your service. In addition to being a joint command, JAC Molesworth is also a robust mix of active and reserve military personnel, civil servants, and contractors. All work together very hard. JAC Molesworth could not function without them.

Your billet here at JAC Molesworth will require you to learn new skills. The type of intelligence performed at JAC Molesworth ranges from strategic down to the tactical, even within a single

billet. Regardless, the type of intelligence performed here is not the same as what you may be used to on a ship, in a squadron, or within a battalion. Be ready for a unique challenge. Like working in a joint environment, the new skills that you learn here will serve you well in the follow-on assignments, whether in intelligence or a support job.

There are two essential requirements for assignment to the JAC. One is possession of a TOP SECRET/Sensitive Compartmented Information (TS/SCI) security clearance. If you do not have this special security clearance, or have not been contacted in reference to a TS/SCI, please see your Personnel/Security Officer and request it to be initiated immediately. The other is obtaining an Entry VISA to the UK for your dependents. Contact your personnel office soonest to begin the process.

I strongly encourage you to take advantage of all that England and Europe have to offer while here. The base offers trips each month to destinations all around England and Europe! RAF Alconbury Airman and Family Readiness Center has excellent programs to make your transition as smooth as possible and the staff is very helpful with all family matters. Please view RAF Molesworth homepage at www.afcrossroads.com and the JAC homepage at www.jac.eucom.mil for more information.

If you have not heard from your sponsor within three weeks of receipt of this letter please contact the JAC Sponsorship Program Coordinator at DSN 314-268-2061 or commercial 011-44-1480-2061 or email jac.informationmanagement@jac.eucom.mil

Bring an open mind, a good attitude, and a determination to do well, and I guarantee your assignment at JAC Molesworth will be among the best of your career. We wish you a safe journey and welcome to the JAC Team!

Semper Fidelis,

//SIGNED//
Pete Devlin,
Col, USMC
Commander

Telephone Calling Guide

Calling from US to UK

When telephoning from the United States to the United Kingdom:

Direct Access	011
Country Code	44
Area Code	XXXX
Telephone Number	XX XXXX
Your number will be Dialed	011 44 XXXX XX XXXX
UK DSN Access	314-XXX-XXXX

Calling within the UK

When telephoning from within the United Kingdom, you must dial:

Area Code	0XXXX
Telephone Number	XX XXXX
Your Number will be Dialed	0XXXX XX XXXX

Calling from the UK to the US

When telephoning from within the United Kingdom, you must dial:

Direct Access	00
Country Code	1
Area Code	XXX
Telephone Number	XXX XXXX
Your Number will be Dialed	001 XXX XXX XXXX
US DSN Access	312 XXX-XXXX

Sponsorship Coordinator

If you can't get in contact with your sponsor in a reasonable time frame, contact the Sponsorship Coordinator at DSN: 314-268-2331 or Commercial: 011 44 1840 84 2331.

RAF Alconbury Lodging

If you would like to set up lodging prior to arriving, call DSN: 314-268-6000/6087 or Commercial: 011 44 1840 84 6000/6087.

JAC CONTACTS

Watch Officer:	DSN: 314-268-2235/2236/2237 COM: 011-44-1480-84-2235/2236/2237
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RELOCATION INFORMATION

The office of the Secretary of Defense, sponsor's below web sites that provide relocation information and tools. Register for relocation classes through your local command to help make your move easier.

www.militaryonesource.com

www.MilitaryHomeFront.dod.mil/moving

OVERSEAS SCREENING

Upon receipt of your PCS orders, you will need to begin the overseas screening process for you and any family members accompanying you to your overseas duty station. This includes medical and dental examinations and potential inoculations. Your current command's administrative department should have details on this process, so contact them for guidance.

SPONSORS

Your sponsor is the key in making your transition to the UK as smooth as possible. If you do not hear from your sponsor within a reasonable time, contact the Sponsorship Coordinator at DSN: 314-268-2331 or Commercial: 011 44 1840 84 2331. When you get in contact with your sponsor, provide him/her with a copy of your PCS orders, your port call date and number of dependents traveling with you if any. Other issues that may be of concern, i.e. medical, financial, educational requirements, should also be brought to your sponsor's attention. You can also ask your sponsor to arrange for a MPS post-office box. Keep your sponsor informed of any changes to your arrival date and or any other pertinent information.

PASSPORTS/VISAS

Military members of the U.S. Forces do not require passports. They may enter and depart UK territory upon presentation of DoD and NATO orders (both are required) and a military ID card (DD-2). However, passports are highly recommended.

Family members of Military Personnel require:

- a. Official no-fee passport and UK Visa
- b. Copy of sponsor's assignment orders
- c. Family member ID card (DD-1173)

Family members of Civilian Component Members require:

- a. Official no-fee passport and UK Visa
- b. Copy of sponsor's assignment orders
- c. Family member ID card (DD-1173)
- d. Certificate proving their status as a family member issued by a U.S. Personnel Center.

NOTE: If the family name of a dependent is different. Proper adoption papers, custody document, or certificates of relationship to the sponsor is required.

ENTRY CLEARANCE

Prior to entry to the UK, all non-active duty DoD affiliated personnel including all family members assigned to the UK for more than 6 months **MUST** apply for an entry clearance to the visa section of the British Consulate serving their geographic area **PRIOR** to traveling to the UK.

The required form to complete is the "Non-Settlement Form" (VAF). Although it is a long form, it must be completed in its entirety. To speed the processing time up, it is important that you write the words "MEMBER OF THE US VISITING FORCES" across the top of the form. Copies of the form can be obtained from www.ukvisas.gov.uk under "Application forms" link.

POWER OF ATTORNEY (POA)

A Power of Attorney may be useful, especially if the service member will be absent from home for extended periods. A Power of Attorney may be tailored and limited to fit your particular needs, enabling the holder (usually the spouse or trusted friend) to act on behalf of the member. A judge advocate can provide advice on whether to get a General or Special Power of Attorney. In most cases, a Special or (limited) Power of Attorney can be drafted that will protect the maker and authorize the holder to complete any required business. If you need a Power of Attorney before your PCS, contact your local Legal Assistance Office. It is also highly encouraged that you update your Will and any other POA prior to your arrival into the UK.

HOUSING INFORMATION

Location Bldg 572 RAF Alconbury
Telephone 268-3518/3519 DSN: 268-3518

Hours of Operation

Monday - Thursday 0830-1600
Friday 0830-1200 (Closed Friday afternoon for training)

The Housing Office can help make your transition to the UK as smooth as possible by familiarizing you with local customs and laws. Please contact them immediately after arrival. The waiting list for government controlled housing varies. Waiting time for government controlled housing is dependent upon several factors i.e., number of bedrooms, rank, etc. There are 359 sets of government controlled quarters. The limited number of existing quarters makes it impossible to house all military families on base. Government-controlled housing is located on RAF Alconbury, and RAF Brampton. Finding suitable off-base accommodations within your housing allowance will undoubtedly be your highest priority. Before you begin your search, you will need to attend the off-base housing briefing, which is given twice a week.

SERVICES OFFERED

The housing office maintains waiting lists for government quarters. They provide individual counseling referencing the different housing areas and forecast dates for assignment to housing. You can pre-register for base housing by contacting the housing office at your current duty location; they will assist you with completing your application and forward it to RAF Alconbury Housing Office. They provide rental information, assist with tenancy agreements for off-base housing and arbitrate disputes between members and landlords. They also provide temporary loaner furniture and permanent appliances and will assist you with any housing related problems.

The housing office also provides transportation to view rental properties. You can schedule an appointment to view off-base housing with them. They will provide free travel to ease your search for a property.

The housing office also provides a bulletin board of current available off-base housing and rental properties.

GOVERNMENT HOUSING

There are several types of government controlled family housing currently administered by the RAF Alconbury Housing Office with 209 units are located at RAF Alconbury (Enlisted Housing) and 28 units located at RAF Brampton (Officer Housing) which is approximately 5 miles from RAF Alconbury and 10 miles from RAF Molesworth.

****All units have both 240 and 110 outlets***

APPLIANCES

All government-controlled quarters are furnished with an American-type refrigerator, range, washer, dryer and dishwasher.

American or British appliances (washers, dryers and refrigerators) are available from the Furnishing Management Office (FMO) on a permanent loan basis for economy quarters. FMO is located in the Housing Office at RAF Alconbury.

COMMUNITY HOUSING

The Housing Office displays listings of available off-base housing. They inspect every unit listed to ensure it is suitable. Off-base housing in the Tri-base community area is always in short supply and the demand for it remains high, especially for that rare large size unit. When shipping furniture to the UK, please keep in mind that houses here are smaller in size than US houses, so your American furniture may not fit into the doorway of your home. It is a fact of life that the majority of available rentals are smaller than most houses in the states and most do not have closets and inside storage areas. The relationship between military tenant and landlord is extremely important due to the fact that laws and customs regarding these relationships vary around the world. Therefore, before beginning your search for off-base housing, you attend the off-base housing briefing, which is given every Monday and Thursday at 1030 at the Housing Office.

UTILITIES

You will be billed quarterly for most utilities or you may choose to have a standing order or direct debit at your banking facility that pays a monthly estimate. The cost of utilities varies greatly depending on size of home, method of heating and usage. The utility allowance for members with dependents is £314 and without dependents is £235.50.

DORMITORIES

Dormitory accommodation for enlisted personnel is situated on RAF Alconbury. There is one permanent party dormitory for single/unaccompanied members (E-1 through E-4, with less than 36 months time in service) which are single occupancy rooms with a shared bathroom suite.

Each room is 180 square feet and is fully furnished with a range of fitted furniture providing a computer unit, writing desk, entertainment unit, full size bed, coffee table, recliner chair, full size refrigerator and microwave. The unaccompanied dormitory also has one common kitchen, laundry room, and two dayrooms.

All rooms have dual voltage outlets, ceiling fans, and window screens. Individual exterior doors have an electronic locking system. For inquiries concerning the dormitory program, please contact the Dorm Manager at DSN 314-268-3115 or the

unaccompanied Housing Manager at DSN 324-3506. If you have any questions or challenges remember the dormitory staff will certainly help you.

THINGS TO BRING/THINGS NOT TO BRING

There are some things you can certainly bring to the UK and others you may want to store while stationed at RAF Molesworth. Remember, most housing accommodations may be smaller than you're used to. Listed below are some common household items you may want to consider bringing or leaving behind.

Things to Bring

Household Lamps (Can be used with an adapter and UK bulb)

Lawn Mower (If small and meets HHG transport criteria)

Vacuum Cleaners (Can be used with transformers)

Things to Consider Leaving Behind

Large Furniture Items (Can't fit through most UK doors)

Washers/Dryers (Not compatible with UK specs)

Large Beds/Bedroom Furniture (may not be able to transport up narrow stairs)

Televisions (unless multi-system, they won't pick up British signals, but you can use them with transformers for DVD/VHS)

PET REGISTRATION

Rules for animals in the UK are very different from the USA. If you are thinking about bringing a pet with you, please access the links below to view the latest regulations. To minimize stress on you and your pet, initiate the process at least 9 months prior to your PCS date. The Northern Europe Veterinary Detachment (NEVD0 48th Squadron) at RAF Feltwell is the only US Military Animal Clinic for all of the UK.

POC: DSN 314-226-7097 / UK 01638 527 097

<http://www.48svs.com/dnn/SpecialServices/RAFFeltwellVeterinaryClinic/tabid/108/Default.aspx> (US military Animal Clinic)

<http://www.defra.gov.uk/animalh/quarantine/index.htm> (UK Animal Import Regulations)

PETS CHECKLIST

This checklist is for customers and their pets to ensure the proper registration with the RAF Feltwell Vet Clinic. Services are only provided for customers that have completed the checklist.

- a. 1 copy of DD Form 2343 for each pet. Please include a PSC address, civilian address, and email address if available. Please update your unit/squadron, installation, telephone numbers, and DEROS/PRD as soon as this information changes.
- b. 1 copy of orders assigning the individual to the UK (front side of orders).
- c. 1 photocopy of your ID card (front side)
- d. Initial both pages of the DD Form 2343 and sign the policy letter.
- e. Medical history if the pet has or had any special medical requirements.

Registration packets can be hand delivered or mailed to the Feltwell Vet Clinic. Packets sent through the mail should be sent to:

RAF Feltwell Veterinary Clinic
Unit 5095 Box 280
APO AE 09461-5280

Pet passports are not required to enter the United Kingdom from the United States, nor are they required to go back. To enter the United Kingdom from the United States you need to follow the PETS Scheme. The DEFRA Health Certificate will need to be filled out by an FDA approved veterinarian. For more information, visit

<http://www.48svs.com/dnn/SpecialServices/RAFFeltwellVeterinaryClinic/tabid/108/Default.aspx>

ESTABLISHING PHONE SERVICE

Call British Telecom (BT) at 0800-872-872; give them your **British** address and duty phone. For dorms/long-term TDY lodging ensure to include building number and room number and tell them you want the service for your room in your name.

BT will send this information to their scheduling. It generally can take 1–3 weeks to install the phone.

If there was service previously in your room/house, there is no connection fee. If you are told there was no previous service there, double check with housing/lodging.

You will be responsible for purchasing your own phone. The BX sells phones, as does the thrift shop.

The 0800-872-872 number is specifically for military and by using this number you can avoid costly deposits. You must request a monthly billing vs. quarterly billing to qualify.

Many agencies offer phone, mobile phone (cellular), television and internet combined services. Be sure to research which options work best for you.

ESTABLISHING INTERNET ACCESS

There are various Internet Service Providers (ISP), but you will have to pay the cost of the local phone call to access their service. Another option is to use a service such as AOL, Virgin Net, NTL, etc. Some of these subscription ISPs will charge you a monthly fee, but their dial up connection is a (0800) free phone number. Another option is via your phone carrier, whether it is cable or BT (DSL). Some companies work in conjunction with the free ISP companies, and for a small additional fee above your regular phone/cable bill, you can have unlimited access to the Internet for free at certain times – usually evenings and weekends. There are also broadband subscription and cable service in some villages.

TV LICENSING

All televisions capable of receiving a British signal must be licensed. British law requires members of the visiting forces who own equipment capable of receiving television signals to purchase a TV license. This includes television equipment that can receive any kind of signal, including American Forces Network (AFN). This also includes any other equipment capable of receiving a television signal (i.e., personal computers with broadcast cards, video recorders and set-top boxes).

Only one TV license is required per household. The current fee for TV license is £135.50 or approximately \$270.00; fee for black and white is £44.00 or approximately \$85.00 (rates vary due to current pound rate). The fee is refundable through your service element by submitting a copy of your paid TV license.

Using television equipment to receive or record broadcast television programming without a TV license is a criminal offense subject to prosecution and fines up to £1,000.00 (approximately \$2,000). Additional information is available at www.tvlicensing.co.uk.

TRANSFORMERS

Transformers are used to convert voltage from 240v to 110v. Be sure to check the manufacturer's tag before connecting an appliance to a transformer. Below is a guide of what size transformer you may need for some appliances. Operating some appliances over a long period of time may cause some damage.

75 watts – small radios, tape recorders, small sewing machines

300 watts – large radios, mixers, sewing machines, small and medium fans, TV sets, compact disc players

500 watts – refrigerators, blenders, floor polishers

750 watts – small irons, small and medium washing machines, percolators, coffee makers

1000 watts – small heaters, large percolators, large coffee makers, vacuum cleaners, irons

1500-2000 watts – toasters, roasters, grills, broilers, frying pans, dishwashers, medium heaters, irons, hair dryers

3000 watts – heaters, air conditioners

FINANCIAL INFORMATION

Relocating to the UK is expensive, much of it up front. Though you will be reimbursed for many of these expenses, plan on saving between \$3,000 and \$5,000 for the move. For many, that means starting a savings account early.

Some anticipated costs are:

1. Traveling expenses
2. Rental car fees
3. Dining out expenses while waiting for permanent housing
4. Rent deposits (usually one month's rent)
5. Utility deposits and telephone hookup charges
6. Car registration fees and Insurance
7. Television Tax approximately \$270 *

* TV tax can be reimbursed by providing proof of purchase to Finance.

Money can easily be changed from pounds to dollars and vice versa at all Bureau de Changes. Currency can also be exchanged at off-base banks. Credit/debit cards can be used to withdraw pounds from both on and off-base automatic teller machines. When credit or debit cards are utilized, the daily international exchange rate is the rate charged.

Using your debit card can save you money by charging you only the international currency rate, unlike a Bureau de Change, which normally charges the international rate plus a fee. If using a credit card, check to make sure the credit company will not charge you a conversion charge. Major credit cards and debit cards with the Visa or MasterCard logo are accepted at many establishments off base.

Exchange Currency

The UK monetary unit is the pound Sterling and like dollars is available in both paper and coin. The dollar to pound exchange rate varies daily with international events. Individuals may contact a bank for an exact exchange rate.

Paper money comes in 5, 10, 20 and 50-pound notes. There is no 1-pound note. Just like the dollar, the pound is divided into 100 pence. There are two copper coins, one

and two pence, and four silver coins, 5, 10, 20 and 50 pence. In addition, the one and two pounds currencies are coins. Currency rates fluctuate daily. Your Cost of Living Allowance (COLA) will help make higher exchange rates more manageable. For more information on currency, COLA and OHA please check the following web sites:

<https://secureapp2.hqda.pentagon.mil/perdiem/ocform.html>
<https://mypay.dfas.mil/mypay.aspx>

MEDICAL FACILITIES

423rd MEDICAL SQUADRON at RAF UPWOOD CLINIC

Location RAF Upwood
Telephone DSN: 268-4503/4504
 COM: 011-44-1480-84-4503/4504

Hours of Operation

Hours: 0730 – 1630 Mon-Tues, Thurs-Fri
 0730 – 1200 Wed

Closed Federal Holidays and USAFE Days

The Air Force's 423rd Medical Squadron provides routine medical and dental care for all persons stationed at RAFs Molesworth, Alconbury and Upwood. A modern family practice clinic is located at RAF Upwood, staffed with two military family practice physicians, one OB/GYN nurse practitioner and four dentists. The facility is located 17 miles from RAF Alconbury and 22 miles from RAF Molesworth.

The Upwood Clinic is an outpatient facility. All 423rd Medical Squadron activities are scheduled through an appointment system. Specialty services are limited and require referral to either military or civilian facilities. The Upwood Clinic is not equipped with an Emergency Room. In case of a true medical emergency, patients must be seen at the nearest civilian Accident and Emergency Room (A&E) or the US Air Force hospital at RAF Lakenheath. Peterborough District Casualty Hospital and Hinchingsbrooke Hospital in Huntingdon are the nearest civilian hospitals to the tri-base area. A 423rd Medical Squadron physician is available after hours for medical questions at 07711-071-779.

HOW TO OBTAIN CARE

To obtain care at the Upwood Clinic you must be registered in the Upwood Clinic database. Submitting an enrollment form obtained from the Upwood Clinic Records Section or the Upwood TRICARE Enrollments Office can complete this registration. In addition, you must ensure that you and your family members are enrolled as eligible for medical care in the Defense Eligibility Enrollment Reporting System (DEERS) and that all DEERS information is up to date. This information can be updated at the DEERS Office located at Bldg 334, RAF Molesworth. Once properly registered at the Clinic, you

may call the appropriate section to make an appointment. Enrollment forms are also available at Newcomer's Orientation.

TRICARE PRIME

Health care benefits for active duty and family members are provided under **TRICARE PRIME**. The **Prime Program** brings together the health care resources of each of the military services and supplements them with networks of civilian health care professionals to provide better access and high quality service while maintaining the capability to support military operations. **Prime** is not currently available for military retirees living overseas, although they may be seen on a space available basis at military medical facilities throughout the region.

For further TRICARE related questions, contact the tri-base TRICARE Service Center at RAF Upwood at DSN 268-4503/4504 or website <http://www.tricare.mil/contactus>
SERVICES OFFERED AT THE UPWOOD CLINIC

Primary/Medical Care: There are two family practice physicians. An OB/GYN nurse practitioner is available to active duty and active duty family members. For any specialty care not available at the Upwood Clinic, patients will be referred by their Primary Care Manager to either local host nation providers or the 48th Medical Group at RAF Lakenheath.

An optometrist from RAF Lakenheath visits once per quarter to perform routine eye exams for active duty and their family members. Pharmacy and laboratory facilities are also available. For persons and families with special needs, the Upwood Clinic houses professionals in Family Advocacy, the Exceptional Family Member Program (EFMP) and Educational and Developmental Intervention Services (EDIS).

A 423rd Medical Squadron physician is also available after-hours for medical questions by cell phone 07711 071 779.

Dental Care: Routine care, including an annual dental examination and cleaning for active duty and family members (children over 4-years-old), is provided at the Upwood Dental Clinic. Historically, specialty dental care has been available to meet most family members' needs (dental crowns, root canals and teeth extractions). Any patient who is experiencing dental pain/injury or has a dental concern may call the Upwood Dental Clinic and schedule an acute appointment to address their special need. These appointments are available Mon-Tues and Thurs-Fri (not available on Wed). If a dental emergency occurs outside of normal duty hours (evenings and weekends), ID care holders can report to the RAF Lakenheath emergency room for evaluation and treatment.

Orthodontics is extremely limited due to the fact that there are no orthodontists assigned to the Upwood Dental Clinic. An orthodontist from RAF Lakenheath visits the Upwood Dental Clinic monthly. Those patients in active treatment (fixed braces *prior to*

notification of assignment overseas) receive the highest priority and utilize most of the limited available appointments. Another option for orthodontic care is through the

TRICARE Dental Program: For more information on this program, contact the Upwood Dental Clinic or call the TRICARE Europe Office at DSN 496-6358 or Commercial 011 44 6302 67 6358.

Pharmacy: Services are available at the Upwood Clinic. Please note that requests for refills will not be honored at the pharmacy window. A request for refill on a current prescription must be done via telephone. The prescription may then be picked up at the pharmacy window or it may be sent to your PSC/Box.

Refill telephone: 0800 91 91 21.

SERVICES NOT AVAILABLE AT THE UPWOOD CLINIC

Emergency Care: The Upwood Clinic is not equipped to handle true medical emergencies. In case of a true medical emergency, patients must be seen at the nearest civilian Accident and Emergency Room (A&E) or the US Air Force hospital at RAF Lakenheath. Peterborough District Casualty Hospital, Kettering General Hospital NHS Trust and Hinchingbrooke Hospital in Huntingdon are the nearest civilian hospitals to the tri-base area.

The British equivalent to an emergency room is called the Accident and Emergency department (A&E) or Casualty. A&E is for emergencies only (threat to life, limb or sight or undue pain or suffering). In true medical emergencies, any British emergency room will treat patients who arrive there for care. Persons stationed here on official orders are entitled to emergency care under the Status of Forces between the UK and the US. In non-emergencies, you may be referred back to your British General Practitioner (GP) or Primary Care Manager (PCM) for a routine appointment.

If you should need a visit to a civilian A&E, it is your obligation to identify yourself, if you are able, as a US active duty member or a DoD-sponsored beneficiary. Give them your sponsor's social security number for entry on any medical form generated from the visit. The civilian hospital needs this information in order to forward any medical documentation directly to the Upwood Clinic for filing in your medical records.

**** Active duty members:** You must notify your Primary Care Management Team at the Medical Flight within the following 24 hours (next duty day) of any episode of inpatient or outpatient care to civilian health care providers. You may do this by calling your team's number or the Family Practice appointment number. This is necessary to complete any line of duty determination and any third party liability notifications that may be required. **

Radiology and Pediatrics: The 48th Medical Squadron at RAF Lakenheath Hospital provides Pediatric and Radiology services.

BRITISH SYSTEM OF HEALTH CARE

Department of Defense civilians, family members of active duty personnel and retirees can subscribe to the National Health Service (NHS) by registering at the nearest NHS clinic where they live. The British system of health care is built around the General Practitioner (GP) or family doctor. Subscribers to the NHS are assigned to their own GP. Many GPs will accept enrollment only upon agreement that the patient will go to them exclusively. Patients should consult him/her before seeking any other medical advice or treatment. Specialty care is obtained similarly to our system, with the GP initiating a letter of referral to the specialist on behalf of the patient.

VEHICLE INFORMATION

When you arrive to the United Kingdom (UK), if you do not have personal transportation, here's some information you may find helpful. There is a **SHUTTLE SERVICE** that runs between RAF Alconbury, RAF Molesworth and RAF Upwood. You can pick up the schedule at Transportation, Information Travel and Tours, or at the Airman and Family Readiness Center.

Another option is **RENTING A VEHICLE**. AAFES rents cars on RAF Alconbury at the auto dealer next to the Shoppette. There are also places off-base where you can rent (or "hire" as the British say) a car. Check the Yellow Pages for more information. Please be aware that if you rent a car you are still bound to the driving regulations described below.

There is a listing of **COURIER SERVICES** at the Airman and Family Readiness Center. British courier services are equivalent to US taxi service.

WHAT YOU NEED TO KNOW ABOUT DRIVING IN THE UK

Driving Permit: All personnel, to include civilians, contractors, spouses and dependents (with stateside licenses), permanently assigned, or TDY to the Tri-Base community, must complete the 3rd Air Force Driver's Licensing Course within 30 days of arrival in the UK. Individuals that successfully complete this course will be eligible for the 3rd Air Force Driver's License.

The 3rd Air Force Driver's Licensing Course is conducted every Monday at the RAF Alconbury Airman and Family Readiness Center, Bldg 671. To schedule the class, please contact the Airman and Family Readiness Center at (DSN) 268-3557/ or (Com) 01480 84 3557.

Failure to attend will result in the driver losing all base driving privileges and vehicle registration until such time of successful course completion. Individuals here for 30 days or less are not required to attend.

Be sure to bring a valid driver's license and your military ID. If you are a motorcyclist, you must bring proof of successfully completing a certified motorcycle safety course. The Safety Office is located on the first floor of the Airman and Family Readiness Center, 268-3323.

DRIVING CONDITIONS

The UK has very unique driving conditions. The British drive on the left side of the road and for UK spec vehicles the steering wheel is located on the right side of the car. Roads are often narrow with many sharp turns and curves, and roadside shoulders are limited. During the winter months the nights are longer and the days are shorter, so therefore most of your driving will be done during the hours of darkness.

Also during the winter months, there are various weather conditions that may affect driving. For example, there is very dense fog during the winter and the rain and cold weather may form black ice on the roadways. The motorways are usually cleared of the black ice during these conditions, but smaller roads can be very dangerous during these times.

IMPORTING AND REGISTERING YOUR VEHICLE IN THE UK

Steps 1 For vehicles being shipped complete Customs and Excise Form 941 at Pass & Registration, RAF Molesworth. Bring your certificate of registration or title before your vehicle arrives at the port or entry. It is possible to contact the port at Brandon at 01842 813 999, via email at www.whereismypov.com, or call TMO to find out when your vehicle is ready to be picked up.

Step 2 To pick up your vehicle you will need: proof of UK insurance (policy letter or green card does not count) ID card, DD Form 788 (shipping document). Make sure you receive the original C&E Form 941 from the port.

Step 3 Report to Pass & Registration within 72 hrs of picking up the vehicle along with your **original copy** of the C&E form 941 (or certificate of registration if you drove into the UK.) You will be given a 30-day base pass. After receiving your temporary pass, you obtain a fuel card in Bldg 323. Remove any previous base installation decal from your vehicle.

Note: If your vehicle does not have any license plates (British or American), it can **ONLY** be driven from the port to home and from home to a scheduled MOT site. There are **NO** temporary plates and no temporary base pass issued to your vehicle. It is illegal to drive without plates and you will be given a fine.

Step 4 Within the duration of the 30-day base pass you need to ensure your vehicle is roadworthy and adjust your lights to conform to UK requirements. You may accomplish

the work at garages out in the community or contact the Auto Hobby Shop 268-3701. The approximate cost will be \$200.

- *Headlights dip to the left
- *Amber turn signals front, rear and side
- *White parking lights
- *Rear fog light

Step 5 After these adjustments you will need one of the following safety inspections which can be completed by appointment at the Auto Hobby Shop at RAF Alconbury or any local garage:

- Over three years old..... MOT Inspection
- Under three years old.....SVA Inspection

Note: If your vehicle fails its inspection or you do not get it inspected, after the 30-day period it must be stored or parked off-road until it passes the required inspection. Driving is only permitted to and from a pre-arranged inspection.

Step 6 Return to Pass & Registration with the following **original** documents for UK registration.

- * C&E Form 941 (pink form)
- * UK Certificate of Insurance (Not green cards or policy paperwork)
- * Inspection Certificate (MOT or SVA) ** check VIN is accurate

* Certificate of Registration or Title (Marriage certificate required if not in the sponsor's name)

You must register the vehicle by the 6th day of the month following the month when you picked up the vehicle. This means that if you picked up your vehicle on the 10th of August, you have until the 6th of Sept to take care of step 6.)

Step 7 After completing step 6, you will receive your road tax disc through the mail. Your UK plate number is annotated on both your road tax disc and on top of the MOT/SVA. It is then your responsibility to have the plates made up and put on the vehicle as soon as possible. This can be done at the RAF Alconbury Service Station 268-3435, you will need to have your letters from DVLA at hand to order the plates. **After you receive the road tax disc paperwork, you will then receive the V-5 Registration document (4 page blue document) about one week to 10 days later.**

Step 8 Finally, return to Pass & Registration with your UK plate number, V-5 registration form, proof of insurance, ID card, 3AF license, and MOT/SVA Certification to obtain your permanent base registration. If you have any questions call DSN 268-2525/2910 or (01480) 842 525/910.

Road Tax

First year of road tax is free if the vehicle is imported into the UK (shipping a vehicle from the US to the UK)

Cost for US spec cars

Road Tax: (under 1549ccs) £63.25 for six months

£115.00 for a year

(over 1549ccs) £99.00 for six months

£180.00 for a year

THE SECOND YEARS ROAD TAX MUST BE DONE THROUGH PASS AND REGISTRATION AND ENSURE YOU BRING YOU V-10, PROOF OF INSURANCE, V713, MOT AND V-5.

EDUCATION

All major USAF bases in the UK have DoDDs schools available. RAF Alconbury has two schools located on the installation, Alconbury High School (grades 6-12) and Alconbury Elementary School (grades K-5). For more information about the schools or the different programs they have to offer you can call Alconbury Elementary School at DSN: 314-268-3620 or Alconbury High School at DSN: 314-268-3769.

BRITISH SCHOOLS Q&A

How do I find information on British schools?

Education is a service provided by the county councils in England. All have comprehensive web sites that include a whole section on education in their area.

What is the difference between a state and independent school? State schools are free of charge and independent schools are fee-paying schools. An old term you may still hear for an independent school is a "public" school, which really is a contradiction in terms because only the minority attends fee-paying schools.

Will I have to pay to send my child to a church school?

If the church school is a state school, no fees are required.

Voluntary-aided schools are run in partnership with the Roman Catholic Church and Church of England. The school governors decide which children can go to the school and how religion is taught.

At what age do children start school?

British children must begin full-time education at the start of the term (similar to US Trimesters) after their 5th birthday. Most children can get full-time education from the start of the term during which they become 5. For example, children born in March can start full-time school in January.

What is a catchment area?

Most children attend the school in their local area. Every school serves an area of streets or villages, but sometimes this is different for church schools. Parents have a right to ask for a place at a different school. This is called a preferred school. However, it may not be possible to obtain a place if the preferred school is full.

When does the school year start and how is it divided up?

The school year starts at the beginning of September and is divided into three "terms" with holidays (vacations) of 2 weeks at Christmas and Easter and a 6-week holiday in the summer. Each term is sub-divided into two "half-terms" by a 1-week vacation.

Do I have to register?

Registration in the UK is not the same as registration in the US. In the UK the term "enrollment" is used. When the head teacher confirms there is availability at the school, he or she will need pupil details. The information required will include a date of estimated rotation from overseas for the parent. This is required to help plan numbers related to future funding for the school. Should you take your child out of the school for any reason, notify the head teacher as soon as possible of the last day of attendance. In order to enroll your child at a British school, you will need to have a British address in the local area.

How will my child progress through school?

Teaching is based on the National Curriculum, which has a core of four subjects—English, Math, Science and Information Technology. Other subjects, such as languages, are introduced at different stages. Within the National Curriculum there are key stages of learning. Key Stage 1 is years 1-2, Key Stage 2 is year 3-6, Key Stage 3 is year 7-9 and Key Stage 4 is years 10-11. Key Stage 4 is the time when external examinations are taken to determine entering further education such as college or university.

Will my child get free transport to school?

Free bus transportation to and from school is not automatic. The head teacher may ask for a commitment from you as parents to ensure your child is delivered to school and picked up from the school. Also, in England school buses are not distinctive in appearance. Drivers are not required to stop behind a school bus, but are required to proceed with caution. It is essential children are aware of the dangers of crossing the road when getting off a school bus.

Will my child wear a school uniform?

In British schools the child will usually be required to wear a uniform. The top (most often a sweatshirt) has the school logo on it and can often be purchased at the school. The bottom (pants – called "trousers" or "skirt") must be a certain color but can be bought in any store. The uniform is worn most days, except on "non-uniform" days. At some schools the uniform is more formal, and also more expensive.

Who do I contact for more information on British Schools?

RAF Alconbury Community Advisor at DSN 314-236-8761/ UK 01280 708 761

Military/Dependent Post-Secondary Education

University of Maryland University College (UMUC) is headquartered in Adelphi, Maryland, and is regionally accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Central Texas College Europe is contracted to offer members of the military community in Europe an Associate in Applied Science degree and certificates in a variety of vocational-technical programs, and a certificate of completion in Microsoft Certification preparation. CTC and UMUC offer online classes. For more information please refer to the following websites.

<http://www.ed.umuc.edu/>

<http://europe.ctcd.edu/>

BASE SERVICES

Morale, Welfare and Recreation (MWR) programs provide Active Duty, Reserve and retired personnel and their families with sports and physical fitness activities, child development and youth programs, travel and a variety of food and beverage services.

INFORMATION, TICKETS AND TRAVEL (ITT)

Located: RAF Alconbury DSN 268-3704 or COMM 01480 843 704.

ITT offers day trips to local points of interest throughout the UK, theatre tickets, discounted ticket rates for most major attractions, airport, bus tickets and more. These offers can be received by either Military Postal Service, Royal Mail, or electronically.

Continental tours are also available to destinations such as Paris, Amsterdam, Euro Disney, Dublin, and a myriad of locations. Stop by the office for a brochure and let the staff help you plan the most for your leisure time. Tickets are available for airline, ferry, train, bus, theater, concerts, major sporting events and hotel accommodations.

Arrangements for special private groups may be made for events, such as theater, dinner, pubs and medieval banquets. Information concerning local attractions, car hire, airports and tourism is available at the office.

AUTO HOBBY SHOP

Located: RAF Alconbury 314-268-3701 or 01480 843 701. Hours: Mon-Wed, 1000-1800, Thurs, 1100-1900, Fri, 1000-1800 and Sat, 1000-1800.

The Auto Hobby Shop offers "do your own" car engine repair or repair by a qualified mechanic. You may rent vehicle lift bays or flat stalls by the hour. A wide selection of tools is available for you to use including the price of the rental bays.

BOWLING CENTER

Located: RAF Alconbury 314-268-3682 or 01480 843 682.

The Bowling Center offers a variety of leagues to choose from as well as open bowling. The Bowling Center also hosts Family Nights, Summer Sundays, Fun Bowls and Project Cheer Events and league bowling. Call the center to book a birthday party. Hours for the Center are Mon-Fri, 0730-2300, Wed, 0700-2100, Sat, 0900-2300 and Sun and holidays 1100-2300.

FITNESS CENTER

Located: RAF Alconbury 314-268-3744 or 01480 843 744.

Weight machines, free weights, fitness programs, recreation sports leagues, plus special athletic events help to keep you in shape while having fun. Take advantage of the free exercise classes. The Fitness Center is also the site for the outdoor climbing wall. Open Mon-Fri, 0500-2130, Sat and Sun, 0800-1800.

UNMANNED 24HRS FITNESS CENTER

Located: RAF Molesworth

Weight machines, free weights, fitness programs, recreation sports leagues, plus special athletic events help to keep you in shape while having fun.

THRIFT SHOP

Located: RAF Alconbury 314-268-3041 or 01480 843 041

The Enlisted Spouses' Club operates a base thrift shop at RAF Alconbury where you can find many affordable items for your home. Operating hours are Tues & Fri, 0930-1430 and Thurs, 1600-1900. They are also open the 1st Sat of each month, 1000-1400. For more information call DSN 268-3041.

AIRMAN'S ATTIC

Located: RAF Alconbury 314-268-3041 or 01480 843 041

The Airman's Attic is located in the back of the Thrift Shop and provides free household items, clothing, baby items, dishware and more to enlisted members E-1 through E-4. Military ID is required to acquire items. If you have any questions, you can call DSN 268-3041.

COMMISSARY

Located: RAF Alconbury 314-268-3881 or 01480 843 881 Hours of operation: Mon & Tues, closed, Wed-Sat, 1000-1600 and Sun 1100-1600.

AAFES/EXCHANGE

Located: RAF Alconbury 314-268-3264 or 01480 843 264 Hours of Operation: Mon (closed) Sun, Tues, Wed and Sat (1000-1800) and Thru & Fri (1000-2000)

Note: The AAFES/Exchange does not carry Navy Uniforms. For Navy personnel requiring uniforms please use the NEX website, www.navy-nex.com

SERVICE STATIONS

Located: RAF Alconbury 314-268-3435 or 01480 843 435
RAF Molesworth 314-268-2593 or 01480 842 593

The base service stations are for eligible fuel patrons only. You must possess a valid ID card, fuel card (blue card) and base registration card (pink card) in order to obtain gas at either service station. Hours of Operation: Alconbury: Mon-Fri (0700-1800) Saturday (0900-1800) and Sunday (100-1600). Molesworth: Mon-Fri (0700-1900) Sat & Sun (0900-1600)

POST OFFICE

Located: RAF Alconbury 314-268-3539 or 01480 843 539
RAF Molesworth 314-268-2990 or 01480 842 990

The base post offices are there for your parcel mailing and pick-up needs. Hours of operation: Alconbury: Mon-Fri (0900-1600) and Saturday (0900-1200). Molesworth: Mon-Fri (0900-1600)

The post offices provide full postal service, including parcel post, postal insurance and money orders. Letter mail from the US can take up to 10 days to arrive, but 4-7 days is average. Very large packages mailed from the US may come via ship and take several weeks.

****If you would like a mailbox setup for your prior to your arrival, please provide your sponsor with a copy of your orders so that he/she will be able to set that up for you.**

BRITISH POST OFFICE

Located: RAF Alconbury 01480 452 704

The British post office is there for all your British mailing needs. Hours of operation: Mon-Fri (0900-1700, closed 1300-1400 for lunch).

SUPPORT GROUPS

AIRMAN AND FAMILY READINESS CENTER

The Airman and Family Readiness Center is located in Bldg 671 at RAF Alconbury and offers a myriad of services to aid you in your relocation to the UK. They host the Newcomer's Orientation on RAF Alconbury, and will provide you with information on the different services and organizations located in the Tri Base area. Some of the services offered include support groups, financial assistance, employment services and more. For more information, you can call DSN 268-3557.

FAMILY READINESS GROUPS

The JAC Army and Navy Service Elements support Family Readiness Groups (FRG). These groups meet monthly to address the needs of the service member (married, single, geo-bachelor or reservist) and their families.

The FRG is an integral support element for the Sailors and Soldiers at the JAC. The FRG serves the needs of individuals who share a common experience, particularly that of overseas duty stations. When families of service members stationed overseas know their resources they have fun and draw on the strength of new friends while learning new living skills to enhance new experiences. Each groups' priority is to promote a team effort and bring out the best of living overseas. Lasting friendships, the satisfaction of helping others and a sense of pride are all positive results of belonging to a strong Family Readiness Group.

SUPPORT GROUP POINTS OF CONTACT

- Tri-Base Enlisted Spouses Club: <http://www.tribaseesc.com/index.html>
- Army Family Readiness Group: email: jacarmyfrg@yahoo.com
- Navy Family Readiness Group: email: teamnavyjac@yahoo.com
- Officer and Civilian Spouses Club

SURROUNDING AREA

RAF Molesworth, RAF Alconbury and RAF Upwood combined are referred to as the "Tri-Base" area, but there are also various other RAF bases within the UK to include RAF Lakenheath, RAF Mildenhall and RAF Feltwell which may be very useful to you.

RAF LAKENHEATH

RAF Lakenheath houses the UK's largest Base Commissary, Base Exchange and golf course. RAF Lakenheath is located 70 miles northeast of London and 25 miles from Cambridge; approximately 60 miles from RAF Molesworth. Depending on traffic, it could take between 1-2 hours to travel there via the A14 Motorway. The A14 is a very crowded motorway, especially surrounding the Cambridge area. Any automobile accidents may cause lengthy delays.

The RAF Lakenheath "Liberty Wing" has nearly 5,700 active-duty military members, 2,000 British and US civilians, and includes a geographically separated unit at nearby RAF Feltwell.

For more information about RAF Lakenheath access <http://www.lakenheath.af.mil/>

RAF MILDENHALL

RAF Mildenhall is hosted by the 100th Air Refueling Wing and serves as the lone air refueling wing for US Air Forces in Europe. The diverse mission of aerial refueling, special operations, air mobility, reconnaissance and intelligence makes RAF Mildenhall a unique US Air Force base.

RAF Mildenhall is approximately 5 miles from RAF Lakenheath and provides some European shops, consolidated clubs and American eating establishments for your enjoyment.

For more information please access <http://www.mildenhall.af.mil/>

RAF FELTWELL

RAF Feltwell is approximately 15 miles from RAF Lakenheath. The "Furniture Store" at RAF Feltwell provides affordable home furnishings for your convenience.

Fore more information please access http://en.wikipedia.org/wiki/RAF_Feltwell

HELPFUL WEBSITES

Here are some helpful websites to access for more information in the UK.

www.visitlondon.com

www.undiscoverdscotland.co.uk

www.enjoyengland.co.uk

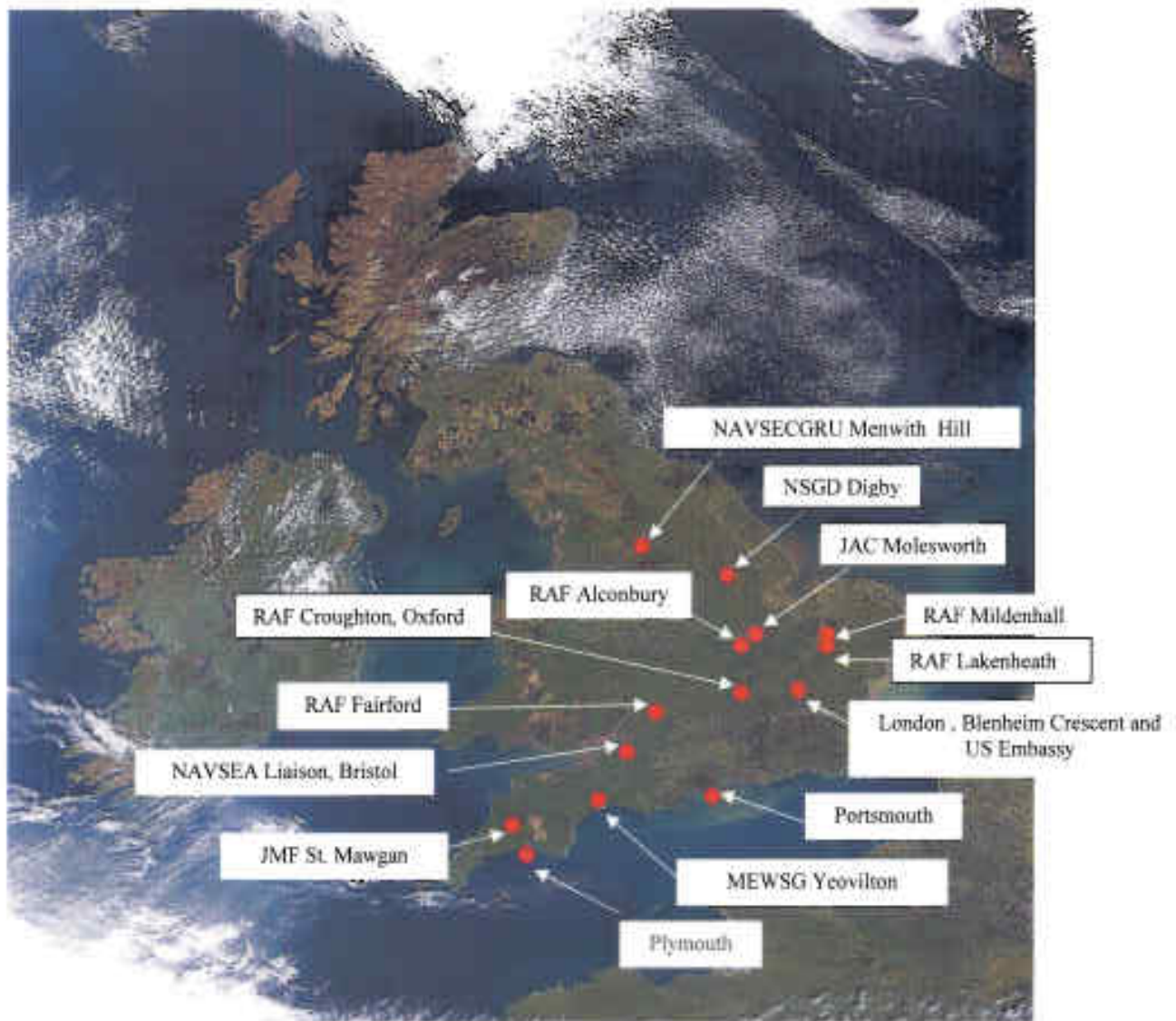
www.discoverireland.com

www.tfl.gov.uk

For inexpensive flights:

Mileage and Approximate Time Charts

										0	RAF Lakenheath
									0	6 miles 13mins	RAF Widemall
								0	97miles 1hr 43mins	101 miles 1hr 47mins	RAF Croughton
							0	50 miles 1hr	176 miles 2hrs 43mins	180 miles 2hrs 47mins	RAF Fairford
						0	206 miles 3hrs 17mins	261 miles 4hrs	359 miles 5hrs 31mins	362 miles 5hrs 34mins	JMP St Mawgan
					0	307 miles 4hrs 43mins	66 miles 1hr 48mins	48 miles 50mins	50 miles 50mins	53 miles 50mins	JAC Molesworth
				0	154 miles 2hrs 38mins	382 miles 5hrs	212 miles 2hrs 25mins	169 miles 2hrs 47mins	167 miles 3hrs 15mins	190 miles 3hrs 18mins	NAVSECGRU Manwith Hill
			0	104 miles 2hrs	73 miles 1hr 19mins	338 miles 5hrs 24mins	138 miles 2hrs 42mins	110 miles 1hr 58mins	83 miles 1hr 48mins	83 miles 1hr 49mins	NSGD Dugby
		0	235 miles 3hrs 57mins	276 miles 4hrs 20mins	179 miles 3hrs	129 miles 2hrs 19mins	79 miles 1hr 43mins	131 miles 2hrs 12mins	200 miles 3hrs 19mins	213 miles 3hrs 23mins	MEMSG Vauxhall
	0	120 miles 2 hrs 24mins	136 miles 2hrs 24mins	215 miles 3hrs 40mins	85 miles 1hr 38mins	268 miles 4hrs 40mins	72 miles 1hr 26mins	58 miles 1hr	99 miles 1hr 27mins	103 miles 1hr 40mins	Stenham Crescent
0	16 miles 26mins	128 miles 2hrs 15mins	130 miles 2hrs 25mins	216 miles 3hrs 37mins	71 miles 1hr 21mins	276 miles 4hrs 25mins	83 miles 1hr 57mins	71 miles 1hr 16mins	87 miles 1hr 38mins	90 miles 1hr 42mins	US Embassy, London
US Embassy, London	Stenham Crescent	MEMSG Vauxhall	NSGD Dugby	NAVSECGRU Manwith Hill	JAC Molesworth	JMP St Mawgan	RAF Fairford	RAF Croughton	RAF Widemall	RAF Lakenheath	



**MAP OF UK SHOWING US
INSTALLATIONS**

**MAP SHOWING
MORE DETAIL OF
THE SOUTHEAST
OF ENGLAND**



The star shows the location of Blenheim Crescent